

भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय, राजभाषा विभाग

MINISTRY OF HOME AFFAIRS, DEPARTMENT OF OFFICIAL LANGUAGE

हिंदी शिक्षण योजना, हिंदी टंकण/आशुलिपि प्रशिक्षण स्कंध

HINDI TEACHING SCHEME, HINDI TYPING/STENOGRAPHY TRAINING WING

Date :- 22/5/2018

To

All Liaison Officers (Hindi),
Director/Joint Director/Manager (O.L.), Administrative Officer
All Ministries/Attached Offices and Subordinate Offices/Undertaking/Nationalized banks etc
New Delhi.

Sub :- Long term training of Hindi Word Processing/Hindi Typing- To organise new classes from August 2018

Sir/Madam,

Next session of Long term training of Hindi Word Processing/Hindi Typing will be started from August 2018 at New Delhi centers under the Hindi Teaching Scheme, Department of Official Language, Ministry of Home Affairs, New Delhi. Trainees will be enrolled in classes on 13-14 August 2018. Regular classes will be started from 16 August 2018. Please send the nomination of staff for the training to this office till 31-07-2018 on prescribed format, which is given on annexure 'B'.

BRIEF INFORMATION ON TRAINING

HINDI WORD PROCESSING/HINDI TYPING

Name of the course	Hindi Word Processing/Hindi Typing
Duration	July 2018 to January 2019,(6 Months, 1 hour Daily.)
Examination	Second or Third Week of January
Qualification in Hindi	Middle (8 th) with Hindi or any other equivalent examination such as PRAVEEN by Hindi Teaching Scheme.

Eligibility - Only such officers/staff will be enrolled for Hindi Word Processing/Typing training, who have not taken the training in Hindi Typing/Word Processing.

Obligatory : This training is obligatory for all categories of English Typists/Lower Division Clerks, Postal Assistants and Office Assistants in Department of Post, Telecom Assistants in Deptt. Of Telecommunication, Tax Assistants in Department of Income Tax, Customs and Excise, Computer operators/Data Entry Operators etc. in various Ministry/Department/Offices. In addition, Such group 'C' employees will be included which have different designations and pay scale. This training is also obligatory for such employees, who come in Group C from Group D and have educational qualification for Group C class.

Voluntary:

1. Presently Hindi Typing training is not obligatory for Assistants, Upper Division Clerks and Hindi Translators, so such employees can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes they can be enrolled. Such employees are entitled for all monetary incentives admissible under Hindi Teaching Scheme, i.e. Personal Pay, Cash prize etc. after the passing of Hindi Typing/Word Processing examination.
2. All such officers, for whom Hindi Typing/Word Processing is not obligatory, but useful, can be nominated for training in Hindi Typing on voluntary basis. If there are vacant seats in the Hindi Typing classes, they can be enrolled but presently such officers are not entitled to any monetary incentives i.e. Personal Pay, Cash prize and lump sum prize etc. After the training of Hindi Typing/Word Processing

BASIS OF SELECTION

- In the case of such employees, for whom the training is obligatory, if they have same range of cadre/services priority for enrollment will be given depending on their age, it means preference will be given to older candidates. This condition will be applicable only for individually present employees and up to fill to seats..

FINANCIAL INCENTIVE

- Personal pay equal to the amount of one increment for a period of 12 months is granted to the employees of the Central Government after fulfilling the prescribed conditions on passing the Hindi Typing/Word Processing examination..
- Actual conveyance charges for travelling in a public conveyance may be payable for training class, if distance is more than 1.6 K.M.
- The following cash awards are granted according to eligibility for securing good marks in Hindi Typing/Word Processing examination, payment will be made by the concerned office.

HINDI TYPING/WORD PROCESSING

1.	On securing 97% marks or more	2400/--
2.	On securing 95% marks or more but less than 97%	1600/-
3.	On securing 90% marks or more but less than 95%	800/-

EXAMINATION FEE

- Central Government Undertakings, Banks, Corporations etc. have to pay examination fee of Rs 100 for Hindi Typing/Hindi Word Processing. Examination fee will be paid in favour of Deputy Director (Exam), Hindi Teaching Scheme, New Delhi Payable at New Delhi by Draft.

PROCEDURE FOR NOMINATION AND PRESCRIBED FORMAT


- Detailed information of training centers is available on annexure 'A'.
- Nomination of employees for this training should be sent to the nearby training Centre Incharge Assistant Director (T/S) till 31-07-2018 on prescribed format, which is given on annexure 'B'
- Nominations must be sent in the prescribed format and name of nominating officer, full address of office, telephone number and e-mail ID must be indicated in letter so that there should be no difficulty in correspondence. Remaining number of employees for training must be indicated.
- A copy of nomination should also be sent to the undersigned.
- Trainees must contact the Assistant Director (T/S) for enrollment in Hindi Typing/Hindi Word Processing classes on 13-14 August 2018 (10:00 AM to 5:00 PM)

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- In addition to this letter, no separate confirmation letter will be sent for enrollment to nominated employees. So, as per programs and description, which is given on this letter, nominated employees will report on the prescribed date and time himself at concerned center.
 - Employees who will report, written information will be provided by Assistant Director-in-charge (T/S), which would be submitted by concerned employees for information to office, so that appropriate action may be taken by the office for those employees who are not enrolled.
 - If any officer/employee does not get enrolment on the nearby training center of his office due to unavailability of seat can be sent to admission at any other listed center, where seat becomes available.

PARTICULAR

- It is requested to administrative heads to all Ministries, Departments, Undertakings, Corporations, to circulate this circular in all attached offices/units/branches earlier.
- It is the responsibility of the administrative head of the office concerned to ensure that more and more personnels to be nominated for the training and ensured nominated staff, enrolled in class, to attend classes regularly and present in examination, so as to ensure full utilization of government resources which are available for training and to achieve the set targets of training in order.

Yours faithfully,


(Sant Ram) 22/05/2018

Deputy Director (T/S)

Staff Code: Chti 1035

LIST OF TRAINING CENTERS

SL.No.	Name and address of training centers	Name and telephone number of Assistant Director(T/S)	Office/Building, Where the employees will be given preference	Medium of training
1.	Ram Krishna Puram East Block-2 , level-1 Ram Krishna Puram New Delhi-66	ShriCharanjeetVerma 26186035	Ram Krishna Puram and nearby located all offices	On Computer
2.	Ram Krishna Puram East Block-7 , level-6 Ram Krishna Puram New Delhi-66	Shri Suresh Chand Sharma 26172546	Ram Krishna Puram and nearby located all offices	On Computer
3.	Dak Bhavan Romm No. 199-B First Floor, DakBhavan Parliament Street New Delhi	Shri Babu Ram Bohara	DakBhavan, patelBhavan, NirvachanSadan, Sanchar Bhavan, Cannought palace, Parliament Street and nearby located all offices	On Computer
4.	Niti Ayog Room No. 427 C Parliament Street, Yojna Bhavan New delhi	Sushri Asha 23042529	YojnaBhavan, AkashvaniBhavan, RBI and nearby located all offices	On Computer
5.	Rail Bhavan Room No. 564 j Rail Bhavan, New Delhi	Shri Chaman Singh 23215045	Rail Bhavan, KrishiBhavan, UdyogBhavan, ShastriBhavan and nearby located all offices	On Computer
6.	B-Block Room Number-107 B-block Hutments (behind south Block) New Delhi	Shri Jaiveer 23014875	SenaBhavan, All offices located in South Block, North Block, President house and all offices located at nearby Hutments	On computer
7.	Union Public Service Commission Guest House Bhavan, Ground Floor, Dholpur House, Shahjahan Road New Delhi-01	Shri Mahendra Kumar 23098591/4711	UPSC, LoknayakBhavan, NirmanBhavan, Bharat Paryavas Kendra, Akbar Road Hutments, CGO complex and nearby located all offices	On computer
8.	ManakBhavan BhartiyManak Bureau BahadurShahZaffarMarg, ITO, New Delhi	Shri Bibhuti Saran Sinha 23215045	UGC, AaykarBhavan and all nearby located offices	On Computer

Training		Description of nominated employee				Comfortable center
Typing	Stenography	Name/Designation	Telephone/ E-Mail	Qualification in Hindi	Date of Birth	
1	2	3	4	5	6	7

Remaining Number of employees for training in Hindi Typing and Hindi stenography as on 31/07/2018

Hindi Typing/Hindi Word Processing	Hindi Stenography

Name and designation of nominating officer


Name and full address of office.....

Telephone Number.....

E-Mail Id.....

Copy forwarded:-

1. Principal Private Secretary to Secretary, Deptt. Of official language
2. Private Secretary to Joint Secretary, Deptt. Of Official language.
3. Controller & Accountant General Of India, New Delhi.
4. Union Public Service Commission, New Delhi.
5. Election Commission, New Delhi.
6. Vigilance Commission, New Delhi.
7. Staff Selection Commission, C.G.O. Complex, Lodi Road , New Delhi.
8. RajyaSabha/LokSabha Secretariat.
9. Central Hindi Directorate, West Block-7, R.K. Puram, New Delhi.
10. Kendriya Hindi Sansthan, New Delhi.
11. Secretary, Committee of Parliament on Official Language. 11. Teen Murti Marg, New Delhi.
12. Director, Central Hindi Training Institute, Pt. DeenDayalAntyodayBhawan, C.G.O. Complex, Lodi Road, New Delhi-03
13. Director (Policy and Coordination), Deptt. Of Official Language, MHA, New Delhi.
14. Director (Training), Deptt. Of Official Language, MHA, New Delhi.
15. Editor, RajbhashaBharti&RajbhashaPushapmala, Deptt. Of Official Language, MHA, New Delhi.
16. Secretary, Banking Division, Ministry of Finance, New Delhi.
17. Director(OL), Railway Board, Rail Bhavan, New Delhi.
18. Deputy Director (Typing Correspondence), Central Hindi Training Institute, 2-A PrithviRaj Road, New Delhi.
19. Deputy Director (Implementation), Deptt. Of Official Language, MHA, New Delhi.
20. Deputy Director (Examination), Hindi Teaching Scheme, New Delhi
21. All Regional Deputy Director Hindi Teaching Scheme, New Delhi.
22. Assistant Director (Typing/Shorthand, Hindi Teaching Scheme, New Delhi.
23. Assistant Director (Typing/Shorthand), Research and Analysis unit, Central Hindi Training Institute, Pt. DeenDayalAntyodayBhawan, C.G.O. Complex, Lodi Road, New Delhi-03


22/5/2018

(Sant Ram)
Deputy Director (T./s.)
Chti 1035